



# Physical Evidence Bulletin

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## Collection and Submission of Latent Print Evidence

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**Purpose**

The Physical Evidence Bulletin is a guideline intended for law enforcement agencies to follow in order to submit evidence to BFS Laboratories. Physical Evidence bulletins are not intended to be used in lieu of training in the collection of evidence.

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**Analysis and results that may be obtained**

The Bureau of Forensic Services (BFS) provides analytical support to law enforcement agencies through the identification of friction ridge impressions and deceased individuals.

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**Evidence submission guidelines**

- Submit a Bureau of Forensic Services Physical Evidence Submission Form (BFS1) per agency case number with the following information:
    - agency case number, offense, and direct number of the investigating officer
    - name, date of birth, and descriptive data (SID/CII, FBI, DMV, etc.) of subject(s) to be compared
    - type(s) of examination requested (i.e. Latent Prints, DNA, etc.)
  - Include original known impressions of subject(s) whenever possible
  - Document latent lift cards with the following information:
    - case number, date lifted, and name of person obtaining the lift
    - description of item or location latent impressions lifted
    - diagram showing the orientation of the latent impression to the item on which it was developed
  - Photograph latent impressions with a scale (preferably metric)
  - Take digital photographs of latent impressions with as high a resolution as possible (1000 ppi when the image is sized 1:1 as recommended by SWGFAST) and store without compression or with lossless compression (TIFF or RAW)
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**Collection,  
marking, and  
packaging**

- Take precaution when handling, collecting, and packaging evidence to preserve latent impressions and avoid contamination
  - Package items separately in appropriate containers (i.e. envelope, paper bag, box, etc.) and prior to placing in shipping containers
  - Stabilize items to avoid movement or friction during transportation
  - Seal and mark packaging with the case and item number
  - Ship firearms and ammunition separately
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**CAUTIONS**

- Affix BIOHAZARD labels to evidence packaging when warranted
  - Evidence chemically processed by the laboratory should not be subsequently handled without gloves
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**The lab does  
not accept or  
process**

- Syringes with needles attached.
  - The Latent Prints and Questioned Documents Laboratory in Sacramento does not accept packaging containing controlled substances. If latent print processing is required, the controlled substances must be separated from its packaging prior to submission.
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**For further  
information  
and additional  
resources**

Latent print processing and latent print comparison services are available at the following locations:

Latent Prints and Questioned Documents Laboratory  
4949 Broadway, **Room F-163**, Sacramento, CA 95820  
916-227-3797

Redding Regional Criminalistics Laboratory  
9737 Tanqueray Court, Redding, CA 96003  
530-224-7800

Fresno Regional Criminalistics Laboratory (Ship via FedEx, UPS, etc. only. No US Mail)  
5311 North Woodrow, Fresno, CA 93740  
559-294-4000

Please contact your regional BFS laboratory with any further questions that you may have.

For a list of regional laboratories please go to:  
[http://ag.ca.gov/bfs/pdf/bfs\\_brochure.pdf](http://ag.ca.gov/bfs/pdf/bfs_brochure.pdf) or <http://ag.ca.gov/bfs/>

To locate the most current Physical Evidence Bulletins please go to:  
<http://ag.ca.gov/cc/reference/reference.php#peb>

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**Note:** This revised PEB combines PEB 16 (Submission of Inked Fingerprints of Identified Subjects) and PEB 17 (Latent Print Section). PEB 16 has been deleted.